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ABSTRACT

Following an introduction, most of this document consists of descriptions of CEDEFOP (European Centre for the Development of Vocational Training) projects. Most of the descriptions include a section on "results," which are indications of steps toward achieving CEDEFOP's objectives, and a section on "observations," which relate to obstacles or impediments encountered. The projects are described under the following categories: (1) dissemination of information; (2) periodicals and occasional publications; (3) vocational training systems; (4) comparability of vocational training qualifications; (5) European Community program of study visits; (6) consultation with national research institutes; (7) specific measures for Southern Europe; (8) initial vocational training; (9) continuing training; (10) new training technologies and media; (11) training of trainers; and (12) regional development. A list explaining organizational acronyms is followed by a synopsis section reporting on CEDEFOP's human and financial resources that includes relevant facts about projects in tabular form. Appendices contain lists of members of the management board, staff, and CEDEFOP publications that appeared in 1988. (CML)

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CEDEFOP

Annual Report 1988

Vocational Training in the European Community 1988

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CEDEFOP

Annual Report 1988

Annual Report 1988
adopted by the Management Board on 10 March 1989

Chairman of the Management Board:
Anne-Françoise Theunissen

Director of CEDEFOP:
Ernst Piehl

Deputy Directors:
Corrado Politi
Enrique Retuerto

Drawn up by:
Fernanda Oliveira-Reis

European Centre for the Developpment of Vocational Training (CEDEFOP)
Jean Monnet House, Bundesallee 22, **D-1000 Berlin 15**
Tel. (030) 88 41 20; Telefax: (030) 88 41 22 22;
Telex: 184163 eucen d

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Introduction

Anne-Françoise Theunissen
- Chairman of the Management Board -

Ernst Piehl
- Director -

Corrado Politi
- Deputy Director -

Enrique Retuerto
- Deputy Director -

Photos: Schraps

1. The terms of reference for this Annual Report are the objectives and activities of CEDEFOP as set out in the Work Programme 1988 and the Action Guidelines 1986-1988.

The projects examined here reflect efforts to provide answers to the most important questions relating to vocational training in the European Community, this by means of both research in fields to which priority is attached in the Member States and support for the EC Commission in implementing its programmes. Exchange of experience between those engaged in the field of vocational training is a feature common to all projects and is also the Centre's third major function.

The 1988 Work Programme has been implemented against the background of the decisions and programmes adopted by the Council of Ministers and the Commission of the European Communities. Notable in this respect are:

- the continuation of the work launched in connection with the decision of the Council of Ministers of July 1985 on the Comparability of vocational training qualifications;
- the technical assistance provided in the start-up phases of the Action Programme for young people adopted in December 1987;
- the completion of a further annual programme of study visits in connection with the Community Study Visit Programme for Vocational Training Specialists;
- the close cooperation with certain sections of the Community programmes COMETT, DELTA and EUROTECNET.

Because of the work carried out in its priority fields of research, the Centre has made major advances in expanding its body of knowledge of changes taking place in initial and continuing vocational training systems (in particular as regards manpower and financial flows), in identifying certain key issues in training trainers and, more generally, in matters relating to the use of new technical media in training. The first comparative investigation of the roles of the social partners in the twelve Member States proved to be a very informative venture for the Centre in 1988. Another item warranting special mention is the development of guidelines for training in small and medium enterprises.

2. The just completed Work Programme covers areas of activity and tasks which CEDEFOP, as a centre of influence for the twelve Member States, will undoubtedly have to pursue further in the coming four years if the quality of vocational training is to be upgraded and the training provision adjusted to meet the needs of changing social circumstances and production conditions. The Centre has therefore endeavoured to ensure a smooth transition from the three-year plan 1986-1988 to the Action Guidelines 1989-1992, where the focus of attention is on paving the way for the integrated Europe envisaged for 1993.
The Centre's Action Guidelines 1989-1992 (adopted by the Management Board on 16 September 1988), concentrate on five areas of activity which, while taking due account of the social dimension of a common policy, are intended to provide technical support to create greater transparency in the field of vocational training within the Community as a whole, to refine the roles of the main actors in the field (social partners, trainers and managers in the business community), and finally, to identify and replicate innovative ventures in the field (training media, projects, and direct exchanges of experience, etc.).
The development of the content of the Action Guidelines was a task in which, in the various stages from conceptualization to publication, almost two thirds of the Centre's personnel were involved.

3. The year 1988 saw the Translation Service heavily committed to translating the documents relating to the project "Comparability of vocational training qualifications". Specialized glossaries had to be developed for each of the sectors concerned with a view to establishing equivalent descriptions for each occupation. The foundations were also laid for the terminological work. It was still not possible to strike a balance between the various Community languages; special efforts were made to supply a larger number of translations into Danish, Dutch, Greek, Portuguese and Spanish.
A survey was conducted to find out which word processing software is used by the freelance translators engaged by the Centre, and in cases where their equipment is compatible with that at the Centre, documents translated externally are now supplied on disc.

4. The Centre itself continued its efforts to remain abreast of developments in 1988, this process being supported by continuing training courses for personnel at all levels. Without going into the details of the development of the bibliographical database, the "modernization process" affected a number of departments, in particular the secretarial services with the introduction of word-processing facilities in all the Community languages except Greek; the technical services unit with the introduction of desktop publishing (DTP) for preparing "CEDEFOP news" and various occasional

publications; and the administration which, now that a new host computer has been rented, will be able to cope with the increasing demands made by accounting and financial control procedures.

The introduction of PCs in various departments and the use of standard software will make it possible to compile sets of data which can be readily transferred to in-house and external databases. As the work to connect some of the workstations to the LAN has been delayed, some of the secretaries and service units will not be linked with the central c

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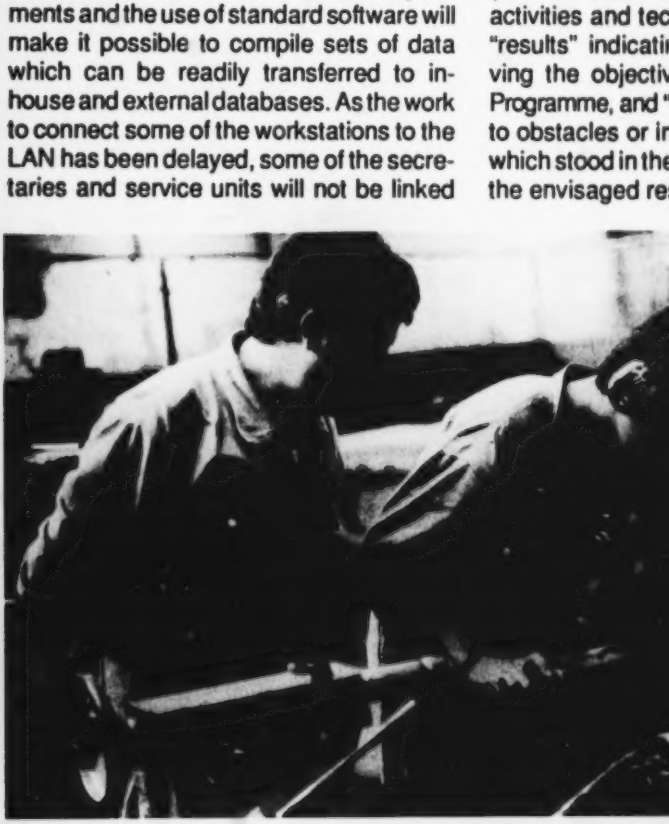


with the central computer until 1989.

5. In the interest of clarity for the readers of this Annual Report, most of the project descriptions are followed by the "results" (some of these broken down into research activities and technical support), the term "results" indicating steps towards achieving the objectives set out in the Work Programme, and "observations", which relate to obstacles or impediments encountered which stood in the way of progress towards the envisaged result.

I. Dissemination of information

1. Project 1.1018: Documentation service and library

The activities of the Centre's documentation service and library are directed towards two objectives: ensuring that the staff of the Centre is supplied with information on a systematic basis and providing selected, up-to-date information on vocational training for external enquirers.
In order to carry out this work effectively, the Centre has established a network of specialized documentation services which now extends throughout all twelve Member States of the Community. The members of the network not only provide CEDEFOP with the relevant information but also serve as multipliers at national level by helping to disseminate information provided by CEDEFOP on the activities being carried out by the Centre, by the Community institutions and in the other Member States.

Results

The Centre's documentation service and the members of the documentation cooperation network are also required to provide a bibliography on given topics for each issue of the journal "Vocational Training" and to prepare annotated bibliographies on selected subjects for the Community programme of study visits and other priority CEDEFOP projects.
In 1988, the members of this network supplied monthly indexes of the material published in their respective countries, using the descriptors defined for the Centre's Thesaurus on vocational training and providing abstracts in French or English. These indexes relate to vocational training policy and its implementation and the reference material indicated covers books, journals, audiovisual media and other publications.
The annual coordination meeting for the members of the documentation network was held in September. The meeting was also attended by representatives of the Commission, EURYDICE,[1] and ILO.[2]
A meeting at national level was organized in December by the Belgian members of the network (ICODOC[3] / CEDOC.[4] The meeting brought together representatives of most of the major institutions and organizations engaged in handling data on vocational training, and provided an occasion for information to be supplied on the Centre's information policy.
The year 1988 saw the publication of a second edition of the English, French and German versions of the CEDEFOP Thesaurus, with each volume presenting each term in the original language plus its equivalent in six other languages (the other two base languages plus Italian, Spanish, Portuguese and Greek). Greek and Portuguese versions of the Thesaurus were also published by the respective national authorities.

The Centre continued to cooperate with EURYDICE, which assists the education departments of the Commission in matters relating to the development of the EUDISED[9] thesaurus, jointly managed by the Commission of the EC and the Council of Europe. The work to establish a bibliographical database was completed in May 1988. The server centre, located at the European Space Agency, was opened up for access by the members of the documentation network during the course of the year; this resource contained some 3,600 entries by the end of the year. The majority of the members of the network started storing their entries on disc in 1988, this implying more rapid integration in the database.

In June, the Centre hosted a conference organized by Guildford Educational Services Ltd. on behalf of the EC Commission and with the support of the Senat of Berlin and the UK Training Agency. The conference brought together more than 100 users and providers of databases on continuing vocational training; the outcome of the meeting was a decision to establish an association of database operators in Europe. After the meeting the Centre developed proposals for follow-up action (see "CEDEFOP flash" 4/88), and communicated these to the Commission. A stand was run by the European Association of Database Operators at the Second European Congress on Vocational Education and Training (cf. Project 9.2078). A meeting to continue the work to define the tasks of the Association was subseqnetly held at CEDEFOP.

The volume of requests for information received by the documentation service (in the form of enquiries by telephone and in writing and visits to the Centre) increased during the course of the year; the enquiries were largely concerned with the changes to be expected with the creation of the single European market, relating more to training structures and training provision than to vocational training policy as such. Various measures were initiated during the year in order to handle these enquiries more efficiently.

Observations

The documentation service and library have suffered this year from understaffing and from changes which have made it difficult to plan and develop their activities in a coherent manner. This means that the possibilities opened up by the provision of additional space could not be fully exploited and the dossiers on specific subjects have not yet been assembled. It was also not possible to improve the services offered to the personnel of the Centre to the extent initially envisaged.

As the Centre does not have a sufficient body of in-house expertise on database development, it has not been possible to make full use of all the advantages offered by the bibliographical database, nor to plan the establishment of further databases.

2. Project 1.2098: Visitor service

The repercussions which the single European market envisaged for 1993 will have for vocational training and employment in the various Member States were the focus of the majority of requests for information from visitors to the Centre.

In 1988, the number of visitors to the Centre (individuals and groups) was comparable with that recorded in 1987 - approximately 580. Roughly one quarter came from non-Community countries, mainly European non-members, e.g. Sweden, Austria, and Turkey, and highly industrialized countries such as Japan and the USA. Visitors from the socialist countries of Eastern Europe - Poland, Hungary and Czechoslovakia - were also received by the Centre in 1988. Of special significance were the visits to the Centre by

- Jacques DELORS, President of the Commission of the European Communities, on the occasion of the inauguration of Jean Monnet House;
- Eberhard DIEPGEN, Governing Mayor of Berlin, on the occasion of the inauguration of Jean Monnet House;
- Georges GENIMATAS, Minister of Labour in the Greek Government, on the occasion of the Second European Congress on Vocational Education and Training held in Berlin.

Mention should also be made of the visits by

- Carlos M. Botelheiro MORENO, member of the Court of Audit;
- Willy de CLERCQ, member of the Commission;
- Carlo TROJAN, Assistant Secretary-General of the Commission;
- Maria WEBER, former chairman of the Management Board of the Centre;

and also of representatives of important Community institutions, for example:

- the Budget Committee of the Council of Ministers,
- the Social Affairs Committee of the Council of Ministers,
- the Education Committee of the Council of Ministers,
- the Social Affairs Committee and other committees of the European Parliament,
- study groups from the Economic and Social Committee of the European Communities.

In addition there was a significant increase in the number of organizations and institutions wishing to use the Centre's premises and technical facilities for conferences. In this connection there was also a greater demand for inputs from CEDEFOP, with the result that an exchange of views and experience could be secured even without formal links existing between the Centre and these visiting bodies or their respective work programmes.

3. Project 1.3088: Audiovisual support media

An understanding of the various vocational training systems in Europe on the part of all Member States is a basic prerequisite for both the development of these systems and for communication between the respective actors at European level. Audiovisual communication undoubtedly facilitates the dissemination of information in this connection.

Results

Various language versions of a new video film were completed in 1988: the video on the vocational training system in France is now available in German, English, Spanish, French, Italian and Dutch.
The Ministry of Education and Science of the Federal Republic of Germany has authorized the Centre to serve as a distribution agent for a video film on "The dual system of vocational training in the Federal Republic of Germany" (available in all Community languages), and also to offer it for sale under the conditions applying for the other video films.
A publicity campaign launched towards the end of 1988 has resulted in a marked increase in demand for these videos.

Photo: Machowina

4. Project 1.4088: Report on social developments - chapter on vocational training

Under the provisions of Article 122 of the Treaty establishing the European Economic Community, the Commission is to devote a special chapter in its "Annual Report on the Activities of the European Communities" to social developments within the Community. The Commission approached CEDEFOP with a request for support in preparing the chapter of this social situation report which is concerned with education and vocational training. Requests for national reports were communicated to the Member States by the representatives of government on the Management Board of the Centre.

Observations

This project once again ran up against a number of problems in terms of both content and method. The proliferation in the number of requests for information and also in the number of information sources with the decentralization of decision-making authority in vocational training matters to the regions raise the problem of coordinating the compilation of data at national level and delay the preparation of national reports. Because of these difficulties, in 1989 the Centre is to speed up its work to produce a Guide to national vocational training systems, making the publication sufficiently flexible and handy to also serve the purposes of this Community report.

5. Project 1.5108: Vocational training terminology

Community-wide communication between those engaged in the field of vocational training presupposes an understanding of numerous complex concepts which are specific to individual Member States and in many cases defy comparison. The objective of the Centre's activities in the field of vocational training terminology is to develop terminological bases for the purpose of concept clarification and comparison.

The work carried out within the framework of the 1988 Work Programme was concentrated on two areas: the production of a comprehensive multilingual glossary on vocational training and the provision of case-specific support for the Centre's projects.

Observations

The vocational training glossary is an undertaking to which all the terminology services of Community institutions are contributing; this inter-agency cooperation venture began in 1984 within the framework of the Interinstitutional Group for Terminolo-

gy and Documentation of the European Community (GIIT). GIIT working group GT6, which brings together representatives of the departments of the Parliament, the Commission and the Council of the European Communities, continued work on developing a list of approximately 600 selected terms and their equivalents in most of the Community languages.
As regards supporting the Centre's project activities, efforts had to be concentrated on the priority project "Comparability of vocational training qualifications" (4.1077). The agreements to be reached in connection with this project could not be negotiated in nine languages without properly organized terminological cooperation between experts, interpreters and translators. This organizational aspect has been covered by a contract concluded with the International Information Centre for Terminology (Infoterm) in Vienna.
The final result will be a multilingual tool to assist the project coordinators, translators and interpreters in all phases of their work on the comparability of vocational training qualifications.

6. Project 1.6108: Interpretation service

The interpretation service provided by the Centre is an indispensable prerequisite for the communication sought by the Centre in fulfilling its role as a platform for exchanging information and a discussion forum for specialists from all Member States.

Results

The interpretation service catered for 45 meetings with a total number of 85 meeting days / 910 interpreter days. With the new conference room equipped with facilities for simultaneous interpretation in nine languages, it was possible to increase the number of meetings and interpreter days by 36% and 67.5% respectively over the 1987 figures. The conference facilities were used not only for the Centre's own meetings but also for an increasing number of meetings of its Community and international partners.

II. Periodical and occasional publications

1. Project 2.1028: "Vocational Training" Journal

"Vocational Training" is a journal published by CEDEFOP to make known the viewpoints of governments, employers' associations, trade unions, the Community institutions and experts on topical issues relating to vocational training. It thus constitutes a record of the informed debates held on these issues between both individuals and social groupings.

Results

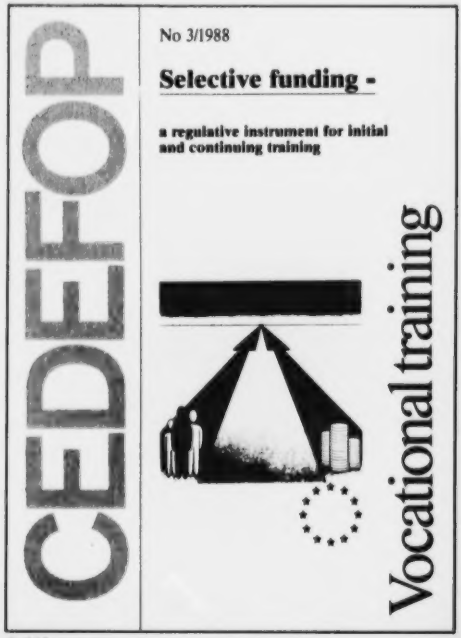
As scheduled, three issues of "Vocational Training" were published in 1988 on the following topics:

1/88: The use of audiovisual technologies in vocational training
2/88: The social dialogue - bridging the divide
3/88: Financing initial and continuing vocational training in the Member States of the Community

The number of payable subscriptions rose in 1988 after efforts were made to expand circulation, in particular in the Member States where the number of subscriptions had previously been low.

year	Payable subscriptions		Courtesy subscriptions	
	Print-run	Percentage variation	Print-run	Percentage variation
1983	1.090		5.650	
1984	1.936	+ 78	5.815	+ 3
1985	2.365	+ 22	5.937	+ 2
1986	3.144	+ 33	5.800	- 2
1987	3.713	+ 18	2.400	- 59
1988	4.276	+ 15	2.440	+ 2

The above figures show that it is worthwhile to continue efforts to publish "Vocational Training" in nine languages.

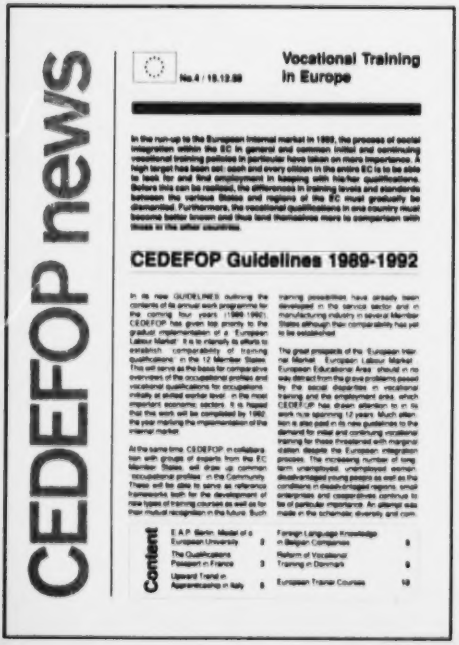


Particular attention was paid in 1988 to the bibliographical section; the journal is now presenting a larger number of essential references supplied by the documentation network for each Member State on the topic concerned.

2. Project 2.2088: "CEDEFOP news"

"CEDEFOP news" has the largest circulation of all the Centre's publications with a print-run of almost 25,000. At the decision of the Management Board of CEDEFOP, the number of language editions was limited to three (English, French, German).

A new, smaller format was introduced in 1988 in response to requests for a publication which is easier to handle and archive.


CEDEFOP news

No.4 / 15.12.88

Vocational Training in Europe

CEDEFOP Guidelines 1989-1992

Content

In addition, a new system for arranging the articles should make it easier for the reader to find the information sought. A new production mode (desktop publishing) has been introduced, allowing for more direct intervention and more rapid make-up.

Observations

Because the software required for the new DTP system was not available until August, only four of the six issues planned for 1988 could be published, and these, unfortunately, were delayed.

3. Project 2.3118: "CEDEFOP flash"

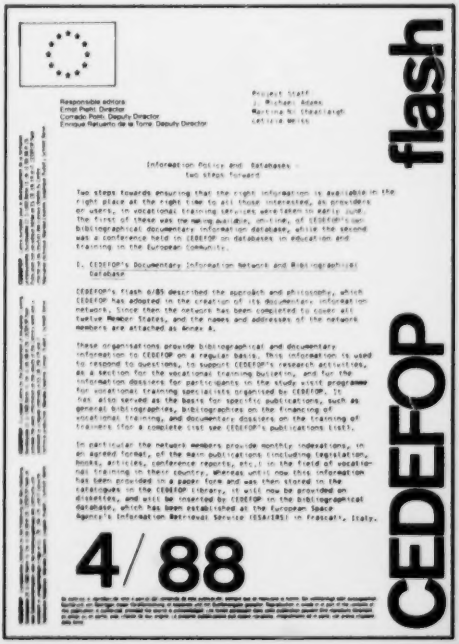
The form adopted for the publication of "CEDEFOP flash" makes it possible for significant results of the Centre's work to be communicated to a selected group of readers within a very short time (e.g. reports on conferences and working meetings). The contributions are in most cases produced by the competent project coordinator and are translated by CEDEFOP. "CEDEFOP flash" is normally published in English, French, German, Italian and Spanish and is distributed free of charge; the Centre also takes care of the reproduction and despatch. In this way it is possible, within a few days, to make available to a much larger group of specialists the results of conferences attended by only a very small number of individuals. The speed of communication achieved is resulting in an increasing interest being shown in this publication.

Results

Eight issues of "CEDEFOP flash" were published in 1988, each being distributed to approximately 1,600 individuals and organizations. These included:

- departments of the Council, the Commission, the Economic and Social Committee of the European Community and national ministries, employers' and employees' organizations;
- members, parliamentary groups, committees and services of the European and national parliaments;
- research institutes, documentation centres and libraries;
- specialist journals, newspapers and journalists.

The subjects covered by the individual issues are listed in the List of Publications.


flash

CEDEFOP

4/88

4. Project 2.4098: "CEDEFOP press"

"CEDEFOP press" is distributed to the daily newspapers, journals, press agencies and other media likely to reach a large public. It reports on important decisions of the Management Board and on selected CEDEFOP projects and publications.

Results

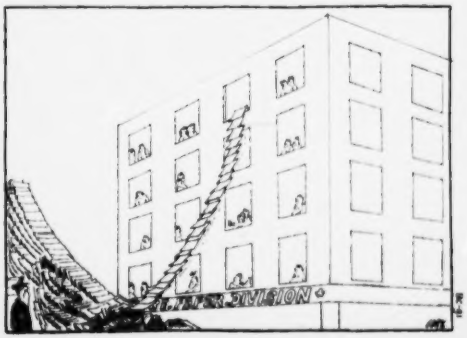
Eleven press releases were issued in 1988, the majority prompting a response by the media. A number of press conferences were organized in connection with conferences such as the Second European Congress on Continuing Education and Training (Berlin, late October) and the conference on the role of the social partners (Brussels, early November).

5. Project 2.5127: Production, distribution and promotion of publications

The publications of the Centre are closely linked with its research and counselling function and represent the main channel through which the results of its work are disseminated. They have been designed in such a way that they respond to the needs of the various users.

Apart from the three periodicals (the journal "Vocational Training", "CEDEFOP news", "CEDEFOP flash"), the Centre publishes "CEDEFOP documents", manuals and brochures. "CEDEFOP documents" are produced at low cost and for rapid distribution; they are addressed to a selected and limited group of specialists. Manuals and other occasional publications are addressed to a wider readership. They have a somewhat more sophisticated design and a larger circulation.

The Centre's occasional publications are normally sold at a nominal charge in the Member States and overseas via the sales offices of the European Community. A limited number of copies are distributed free of charge to EC organizations, national parliaments and ministries, specialist libraries and documentation centres and a number of important multipliers (e.g. specialist journals).



Development of revenue from the sale of occasional publications*

year	Revenus in ECU	Percentage variation over previous year
1983	8.300	
1984	18.100	+ 118
1985	26.100	+ 44
1986	28.100	+ 8
1987	44.750	+ 60
1988	36.780	- 18

Development of sales of occasional publications*

year	Number of copies sold	Percentage variation over previous year
1983	1.410	
1984	4.802	+240,0
1985	5.871	+ 22,5
1986	7.762	+ 32,5
1987	9.273	+ 19,5
1988	7.015	- 24,4

At the end of 1988 the CEDEFOP mailing lists contained approximately 25,500 addresses. All the mailing lists are organized and updated exclusively by CEDEFOP. The addresses for the distribution of CEDEFOP publications were taken over from the Office for Official Publications of the European Community in Luxembourg.

Development of the mailing lists

year	Addresses	Percentage variation over previous year
1983	rund 17.000	
1984	rund 18.000	+ 9
1985	rund 21.000	+ 13
1986	rund 23.500	+ 12
1987	rund 24.300	+ 3
1988	rund 25.500	+ 5

Updated publication lists and pamphlets describing new publications and conditions of sale are sent regularly to the addresses on the mailing list. More and more reviews are being made of CEDEFOP publications in specialist journals, and information is also given on the Centre's conferences and meetings. In 1988 the Centre organized a display of its publications at international meetings in four Member States. CEDEFOP publications were also presented by the Of-fice for Official Publications of the European Community at international book fairs in Brussels, Paris, London, Frankfurt, Toulouse, Nantes, Turin, Barcelona, Thessaloniki, Glasgow, Geneva, Trier and Hanover.

** Data source: Office for Official Publications of the European Community, Luxembourg*

III. Vocational training systems

1. Project 3.1028: Preparation of the new "Guide" to vocational training systems in the Member States

Any European action to develop vocational training presupposes a sound knowledge and understanding of the functioning of the vocational training systems in the Member States and also the specific context within which they operate. The national monographs and the "Guide" developed by the Centre are intended to serve as reference material in this respect and also promote understanding of vocational training systems in other Member States.

The monographs describing the national vocational training systems are still in great demand; many of them have been reprinted, translated into additional languages or even updated depending on demand and the funds available.

Observations

Although the "Guide" dates back to 1979, it is still in great demand. A further edition was printed in two language versions in 1988; these now include a preface by the Director drawing the reader's attention to the fact that some of the information requires updating. It was not possible to prepare a new Guide in 1988 because of a shortage of manpower resources. Nevertheless, work on this project to be resumed within the framework of the 1989 Work Programme and consideration is already being given to the design of the new publication. The possibilities offered by the newly installed technologies for the preparation and layout are also to be explored.

2. Project 3.2028: Financing of vocational training

To implement and evaluate vocational training policies is an undertaking which requires a situation analysis shed light on the relation between expenditures on training, the nature of the training provision, and those who are its beneficiaries.

The aim of the studies conducted jointly by CEDEFOP, the Member States and the Statistical Office of the European Communities is precisely that of increasing understanding of what is taking place in this regard at both national and Community level with a view to obtaining systematic and, if possible, comparable data.

Results: research activities

The work on the financing of initial training in the Member States was extended in 1988 to cover Spain and Portugal. The study on the situation in Portugal is now available in French and Portuguese, and that on Spain is being finalized for publica-

tion during the first quarter of 1989.
During the course of 1988 the Statistical Office of the EC endeavoured to compile data on manpower and financial flows in initial training by means of questionnaires jointly developed with the Centre. Again in cooperation with the Centre, the Statistical Office is now seeking a way of ensuring that data collection can be more systematic in the future. The work here is ongoing and will be continued in 1989.
With regard to the financing of continuing training, the series of studies launched in late 1987 has been expanded to also cover Denmark, Greece, Ireland and Portugal.
The seven studies launched in 1987 were presented and discussed at a meeting held at the Centre in September 1988, and the discussions provided a basis for finalizing the draft final reports. The reports, which shed light on public-sector, private-sector and also joint spending on continuing training, also provide important information on household spending on training, the nature of the training provided, and the population groups who are the beneficiaries and those who are not. The studies are avilable in the original languages and are to be translated into English and French. Numerous working meetings were held to monitor progress in drafting the reports.
The above-mentioned reports, all to be completed in 1989, will serve as resource material for a comparative analysis; an initial draft has already been drawn up on the basis of the findings of the meeting and the first reports to be completed.

Observations

It was not possible to complete the synthesis reports envisaged in the 1988 Work Programme for the following reasons:
- initial training: the definition and classification of the various fields of training caused problems which have delayed the work of developing conclusive findings;
- continuing training: the diversity and complexity of the studies raised additional questions which required clarification for the synthesis report, which is now to be produced in early 1989.

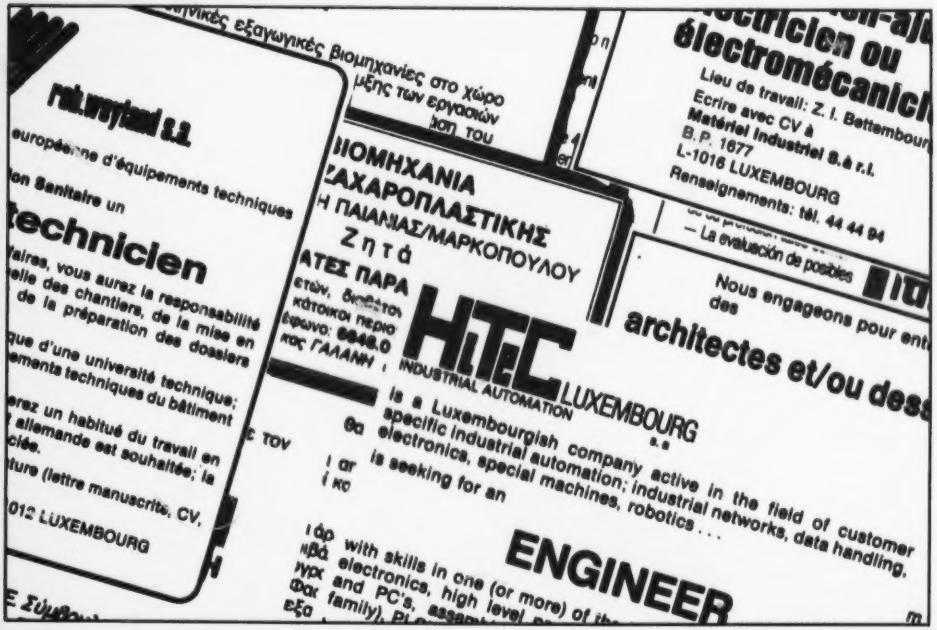
3. Project 3.3078: The role of the social partners in initial and continuing vocational training

The vast single market of 1992 is to create a single economic area but this must be accompanied by the creation of a single social area. The social partners have a decisive role to play in creating this single social area. But how is the "social dialogue" being conducted in the field of vocational training? The aim of the Centre's work here is to shed light on the various forms of consultation and to promote their further development.

Results: action-research

The studies and monographs prepared in previous years were published in 1988.
A synthesis report / comparative study was drawn up by the Centre on the basis of these monographs. It presents a series of preliminary conclusions and recommendations which were discussed in Brussels in November 1988 at a symposium organized jointly by CEDEFOP, the Economic and Social Committee of the European Community and the EC Commission. EC.

Two Commmunity-wide studies were completed on the degree to which employers' associations and trade unions are involved in developing Community policies.
Issue 7/88 of "CEDEFOP flash" reported on the findings of this important meeting, the conclusions of which reaffirmed the scope and relevance of this issue for the social partners and the competent policy-making bodies.
The topic was also selected for in-depth examination in issue 2/88 of the journal "Vocational Training".



IV. Comparability of vocational training qualifications

Project 4.1078: Comparability of vocational training qualifications

Creating conditions which facilitate effective free movement of manpower within the Community implies a need for a large amount of technical groundwork to establish comparability between vocational training qualifications. Contributing towards this important groundwork was the aim of the Centre's activities in this field.

Results

The above-mentioned work was completed for the following sectors:

- electro-technology
- agriculture/horticulture/forestry
- textiles/clothing.

The work on the "textile industry" sector has reached an advanced stage and the final report has been drafted. The above-mentioned outputs were produced after eight meetings with experts nominated from each Member State. With regard to the sectors addressed in 1987 (hotel and catering, motor vehicle repairs, and construction), the Centre drew up occupational descriptions and a set of tables indicating the comparability of diplomas, certificates and other formal qualifications for over one hundred occupations at skilled worker level. The tables on the three sectors addressed in 1987 were prepared for publication at the request of the Commission.

Accompanying research activities

The work to establish comparability between vocational training qualifications is complicated by the fact that occupation structures differ considerably from one Member State to another and even within a single Member State and/or sector. Moreover, fundamental changes are taking place in the employment systems of all the Member States. The national experts need to have a knowledge of these changes and differences if consensus is to be reached on common definitions for the occupations selected for investigation. In cooperation with the Commission, the Centre has launched a series of studies on the changes taking place in the occupational structures of the sectors to be addressed in 1989. These studies are being prepared by national research teams and concern the following sectors: metalworking, office/administration (including banking and insurance), chemicals and process industry. These studies will also serve as inputs for the Centre's work to prepare a "European Directory of Occupational Profiles" (see CEDEFOP Action Guidelines 1989-1992).

Computerization of data

Using the results from all the above-mentioned activities, work has begun on exploring the possibilities of preparing the data on comparable vocational training qualifications for computerization so that this information can be processed, stored and distributed automatically (database).

V. European Community programme of study visits

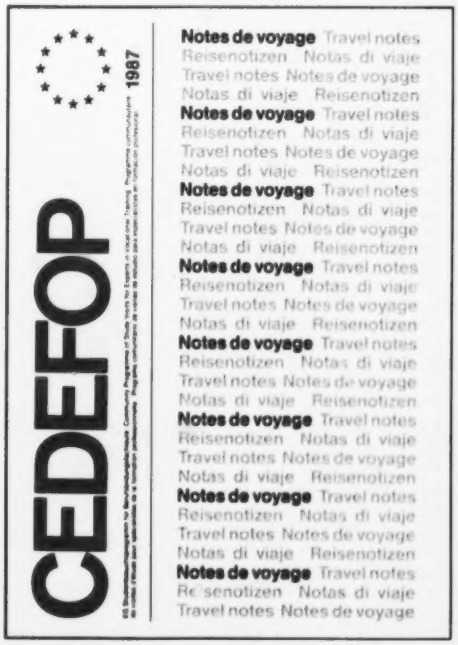
1. Project 5.1038: European Community Programme of Study Visits

The EC study visit programme for vocational training specialists serves the objective of promoting an exchange of information and experience among the individuals and organizations participating in the programme.

Results

Forty-two groups comprising a total number of 247 vocational training specialists were received in the Member States in 1988. The study visit programme activities were backed up by national preparation and evaluation meetings and supported by a documentation study, an individually compiled information file, and macrostatistical material on the Member States which were distributed to all the participants in the programme. A horizontal survey on the medium-term impact of the programme was conducted among those who participated in the programme in 1985 and 1986; an evaluation was also carried out on the programme activities in 1988. CEDEFOP was actively involved in the evaluation of numerous visits.

Other outputs related to these activities were the annual conference of the national liaison officers in the twelve Member States, the publication of the 1987 participants' reports and the preparation of the corresponding 1988 reports, the publication of the evaluation report on the 1988 programme, the completion of a Community-wide directory of vocational training institutions and organizations intended for those participating in the study visit programme, and the publication of the results of the national survey on the 1985 and 1986 study visit programmes.



VI. Consultation with national research institutes

1. Project 6.1048: Forum for national vocational training research and development institutes

Research into vocational training is carried out in a wide variety of institutions, in universities, private institutes and in special public research institutions and other public organizations. Such research and development institutions exist in almost every Member State. In the past, there has been relatively little contact with institutions working in the same field in other countries. At the initiative of CEDEFOP, the heads or representatives of these organizations now meet once a year at the Centre in order to exchange experience, discuss research problems and in some cases plan joint projects.
All the organizations represented act as counsellors to their governments in respect of vocational training policy and strategies.

Results

The themes addressed at the 1988 Forum included the following: training for young people for transition from school to working life, techniques for evaluating training programmes, improving the training provision for trainers, initial training and retraining of adults, appraisal of pedagogic methods (with particular reference to the new training media), studies on the links between the labour market and vocational training provision, training of management, and equal opportunities in access to training schemes.
The general trend is clearly in the direction of forward-looking research and priority is given to a longitudinal approach. More and more attention is being given to the development and ultimate application of modern technologies in training situations.
With regard to the research carried out by the Centre itself, a synthesis report on the draft scenarios for vocational training was discussed and decision was taken to set up a small working group to pursue this venture. An initial meeting of experts was held on this subject early in December, and a larger meeting is planned for early July 1989 to link up with the fifth annual Research Forum.

VII. Specific measures for southern europe

1. Project 7.1058: Problems of employment and qualification in the textile/clothing sector in Spain, Greece and Portugal

A large and significant sector in the three above-mentioned Member States, the textile/clothing sector is currently having to restructure (though this is taking place at a different pace in the three countries concerned) in order to confront the challenge of Community and third-country competition.
The studies carried out on this sector in 1986-1987 and the many contacts which have been made in the three Member States concerned with the Commission and Intertextil have revealed a number of common requirements with regard to information and training needs in these countries.

Results: research activities

The Centre's activities in this field were focussed in 1988 on studying occupational profiles at master craftsman and foreman level in the three Member States concerned. An analysis of these profiles by production stage and product was carried out in order to identify training needs.
Special attention was paid in this study to newly emerging skill profiles in both large companies and in small and medium enterprises, which are particularly predominant in this sector.
The study, which is available in Spanish, Greek and Portuguese, could also serve as a reference work for this sector in connection with the project on the comparability of vocational training qualifications.
At the request of various representatives of the sector and also the competent authorities in Greece, the Centre carried out a feasibility study on the establishment of a centre for technical counselling, information on innovation and continuing training in the textile/clothing sector as no such facility exists at the present time.
The study, prepared from material obtained from questionnaires and interviews, charts out a number of possible scenarios for the centre's operations, taking account of the areas where the activities are concentrated and the diverse needs of the sector's entrepreneurs.
The study, which is available in English, is to be followed up in 1989.

Observations

The meeting of heads of training and innovation centres engaged in the fields of information, research and continuing training, which was planned with a view to promoting Community-wide cooperation in the textile and clothing sector, was postponed to 1989 pending publication of the new guidelines for the European Social Fund (ESF).

2. Project 7.2058: Vocational training and the voluntary (re-) integration of young second-generation migrants

In view of political and economic changes which could have a decisive influence on the integration of young second-generation migrants into working life and adult society, CEDEFOP launched a project to improve the occupational integration prospects for the some three million young foreigners in the Community both in the host countries and in their home countries, should they return.
This project is concerned with providing these young people with counselling and training for occupations for which there is a shortage of skilled labour in the countries concerned.

Results: research activities

A bi-national project to train 60 young Greeks in the Federal Republic of Germany and Greece was launched in 1988; this project is supported with funds from the ESF.
CEDEFOP is closely monitoring the progress made with this three-year project. A preliminary study on launching a similar project for young Spaniards in Belgium was only just completed by the end of the year because of the protracted negotiations required at the outset.
As a follow-up to this study, which is available in French and Spanish, a meeting is to be held in the first quarter of 1989 to launch a cooperation project between Belgium and Spain. A similar study on young Portuguese nationals from migrant family backgrounds has been postponed until 1989 for financial reasons.
The Centre's activities for migrants concerns both young people and adults. With regard to the latter group, a study has been carried out on the continuing training provision for Greek migrants returning to Greece from the Federal Republic of Germany. The study focusses on management training requirements for migrants wishing to set up their own business in Greece and aims to develop training modules geared to meet the specific information and training needs of this target group. The study is currently in preparation; the workshop on this subject has been postponed to 1989.

Technical support

The Centre was also involved in two meetings held on its premises in 1988 on topics which are particularly relevant to its activities in this field.
It provided technical support for and also played an active contributing role in a conference run by the Free University Berlin on initial and continuing training provision for migrant workers. The Centre also cooperated with the Technical University Berlin and UNESCO in organizing a symposium on women in international migration.

VIII. Initial vocational training

1. Project 8.1018: Vocational training and preparation for adultand working life

The next few years will probably bring a fall in youth unemployment rates. Despite this trend, there is still an urgent need to upgrade the vocational training provision for young people in qualitative terms, in particular in the Member States and regions where training systems are less well developed.

Technical support

The Centre's activities in this field in 1988 were mainly concerned with disseminating the findings of its previous research work. Additionally, the Centre hosted and provided technical support for a meeting organized by BBJ-Consult[6] under the auspices of the competent federal German ministry on methods to combat youth unemployment in the European Community and the development of exchange schemes in this connection.

Observations

CEDEFOP contacted the Commission on several occasions during 1988 with a view to determining how the Centre could best assist the Commission in implementing the PETRA programme,[7] which was set up by Decision of the Council of the European Communities of 1 December 1987. The deliberations envisaged the possibility of the Centre implementing a specific part of the research programme referred to in the Decision. Because of numerous administrative difficulties, CEDEFOP will have to confine its role here to providing technical support for the agencies selected by the Commission to assist it in managing the programmes. The Community programme of study visits (see project 5.1038) is to be directly linked to the PETRA project. The delay incurred in waiting for a concerted approach in this connection also implied a delay for the Centre in launching new initiatives.

2. Project 8.2098: Vocational guidance and counselling, with specialreference to the long-term unemployed

The aim of this project is to list, evaluate and compare the guidance and counselling services available in the EC Member States with a view to developing proposals for improving and harmonizing the existing structures and systems.

Results: comparative study

Eight national reports were completed (Denmark, France, Germany, Italy, Netherlands, Portugal, Spain and UK) on the basis of uniform criteria, and a contract has been concluded for a synthesis report to be drawn up from these eight documents. Evaluation and publication of the synthesis report have been postponed to 1989.

3. Project 8.3058: Innovative training and employment activitiesfor disabled persons

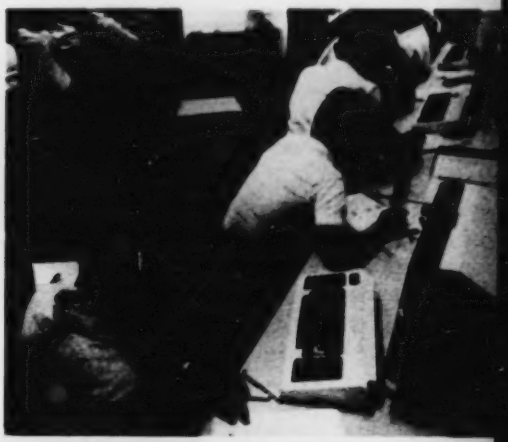
The 30 million or so disabled persons living in the Community are among those who are the most vulnerable to the vicissitudes of the labour market and have an unemployment rate which is three to six times higher than that of their non-disabled fellow-citizens. The activities of the Centre in this field are therefore concentrated on the relation between rehabilitation measures and occupational integration for the various categories of disabled persons.

Results: action-research

The Centre organized a European conference in 1988 on new forms of occupational integration for the disabled in the EC Member States in cooperation with the Institute for Employment and Vocational Training (IEFP) of the Ministry of Labour, Portugal.
One of the most important conclusions of the conference was the need for more active involvement of disabled persons and their representative organizations in both the design and implementation of occupational rehabilitation measures and projects. A revision of the ESF criteria would have a positive impact in this respect. It was also pointed out that no Member State has legislative provisions to effectively promote this type of employment scheme. The report on the conclusions of this conference is currently available in German; translation into English, French and Portuguese is envisaged. Because of budget difficulties, the study on training and employment for disabled persons in an open environment was not launched until the end of 1988.

Technical support

The Centre was approached to provide inputs for numerous meetings in 1988, for example the European congress on the use of new technologies in employment and vocational training for the disabled, held in Liége, and the seminar on training and employment for the disabled, held in Königswinter.



IX. Continuing training

1. Project 9.1068: Equal opportunities and vocational training

The main tasks of the Centre in this field in 1988 were to evaluate vocational training schemes for women and to improve the statistical material available in the Community on vocational training provision for women.

Results and research work

With regard to the first task set out in the 1988 Work Programme, the Centre developed an evaluation questionnaire to be completed by organizations providing vocational training for women.

A substantial number of replies were received, and these, together with various studies previously conducted on this subject, provided a basis for CEDEFOP to commission the development of an initial analysis matrix.

At the beginning of December, while this matrix was being developed, some 60 experts met to discuss evaluation methodologies. The results of this exchange of views will be used to refine the draft matrix in 1989.

With a view to advancing further in this field, the Centre also launched an evaluation study on company training programmes for women using the following criteria: employment conditions, work organization within the company and the women's expectations with regard to their employment. A research contract relating to some of the Member States was concluded with a specialized institute.

With regard to the second objective set out in the Work Programme 1988, a group of experts from four Member States was set up and commissioned with the task of carrying out a situation diagnosis in these four Member States with regard to data on women's participation in vocational training schemes. At a meeting of the group in April, it was agreed that this issue cannot be seen in isolation from the larger problem of the lack of statistical material on vocational training in general. To conclude its work the group developed a catalogue of variables specifically relating to women to which consideration should be given in any systematic approach to collecting data on vocational training.

The Member States are initiating an increasingly wide range of measures relating to the question of equal opportunities, and the Centre is frequently approached to contribute inputs relating to vocational training. The Centre accordingly participated in various meetings on this subject. In addition, sponsored by the German Marshall Fund, one member of the Centre's staff undertook a five-week mission in the United States. A report on the mission is featured in "CEDEFOP flash" 1/1989.

2. Project 9.2078: Continuing training for adults and the long-termunemployed

Continuing training is of particular importance today, especially in view of the changes taking place in both occupational profiles and work processes and also of the indications that the coming years will bring a fall in the manpower replacement rate. These factors imply a certain need for more skill upgrading and retraining for the existing labour force. The activities of CEDEFOP in this field are mainly concerned with assisting the Commission in implementing an action programme on adult training and supporting other initiatives taken in this field at the European level.

Technical support and assistance

Drawing on research jointly carried out with the European Foundation for the Improvement of Living and Working Conditions in Dublin, a number of proposals and recommendations were drawn up in 1988 relating to action at Community level to combat long-term unemployment (see "CEDEFOP flash" 2/88).

The Second European Congress on Continuing Education and Training, held in Berlin in October 1988, provided an occasion for comparing and contrasting the experience gained in this field in the countries of western Europe and to confirm a number of working hypotheses (see "CEDEFOP flash" 6/88). CEDEFOP assisted in designing this congress, which attracted approximately one thousand participants, and also organized, in part jointly with the EC Commission, three of its workshops.

3. Project 9.3048: Continuing training in enterprises for technological change

Despite the lead role played by technology in the changes processes taking place in virtually all sectors and companies, it is seldom that adequate importance is attached to the management of technological innovation. The development and transfer of the necessary skills are the Centre's main subjects of study in this field.

A report on continuing training in companies for technological change was published in 1988 in three languages. Work on a second report on continuing training as an agent of technological change has reached an advanced stage and the document will be ready for publication early in 1989.

X. New training technologies and media

1. Project 10.1038: Distance education and training

The potential role of distance training, in particular for continuing training purposes, is becoming increasingly apparent. Numerous factors suggest that open forms of distance learning using technologically sophisticated media are spearheading a major restructuring of vocational training provision.
The aim of the Centre's activities in this field is to promote transnational cooperation in distance training and to contribute to the activities of the Commission (in particular the COMETT programme).

Results: comparative studies

The work completed in 1987 served usefully in 1988, being drawn on at a national conference held in Italy and also for the preparation of a conference in Spain and France on distance learning and small and medium enterprises. The national monographs on distance education and training for small and medium enterprises (see Annual Report 1987) were also disseminated in this connection. Concerning activities launched in 1988, mention should be made of the new study to identify the preconditions for transnational cooperation ventures in distance education and learning (case studies for integration in the COMETT® programme activities).

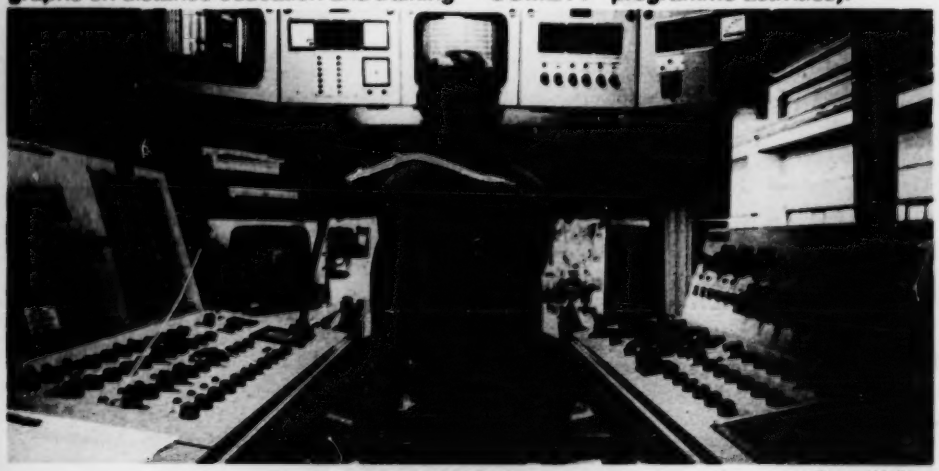


Photo: Vollmer

Technical support and assistance

A feasibility study and test work was launched on a database on distance education and training projects in Europe; the objective here is to promote transnational cooperation in the field.
With regard to the outputs from the various activities, mention should be made of the following:

- five national monographs in three languages on distance education and training for small and medium enterprises (Italy, France, Spain, FRG, UK), and a synthesis report prepared by CEDEFOP;
- a basic document for developing the ARCIPELAGO project;[9]
- intermediate documents on case studies of cooperation models and the preparation of a database.

2. Project 10.2088: Audiovisual technologies and vocational training

Radio and television seem to be suitable media for the purposes of vocational training and more particularly for occupational guidance and counselling. CEDEFOP is keen to analyse the possibilities opened up by these media in the vocational training field.

Technical support

In mid-April, representatives of public and private radio and television broadcasting institutions from 11 European countries met for the first time at the Centre to explore the possibilities of formulating a joint response to this challenge. The meeting was organized within the framework of European Cinema and Television Year in cooperation with FEDUCO[10] (a Dutch TV producer federation), the European Broadcasting Union and the European Bureau for Adult Education. There are plans to follow up this initial meeting with others organized as joint ventures at different venues once a year or every two years.
CEDEFOP was also involved in implementing a multi-year research project entrusted by the Commission to the European Institute of Communication (Manchester). The project is concerned with profiling radio and television programmes which could help unemployed persons to find employment or start their own business.
Finally, the Centre undertook initial steps to establish contact with producers of educational media in various Member States with a view to promoting cooperation and co-productions.

XI. Training of trainers

1. Project 11.1138: Training of trainers

Training trainers is a complex matter in Europe as it means responding to a very heterogeneous population group with different and constantly changing training needs using strategies, therefore, which are tailored to individual circumstances yet suitable for more general application.

Results: comparative studies

A meeting was organized by CEDEFOP in May to present and discuss the preliminary findings of the studies launched in 1987 on trainers/ tutors of young people in firms (France, Germany, Greece, Ireland, Italy, United Kingdom) with a view to developing a typology of those engaged in providing vocational training and identifying their respective needs. The draft national reports were partly modified in the light of the conclusions of this meeting. The above-mentioned studies are currently being translated; the original language versions (English and French) will be published in the first quarter of 1989. This series of reports is to be supplemented by two reports on the same subject on which work has already begun in Luxembourg and the Netherlands (countries which indicated an interest in participating in the project), and finally by a comparative synthesis/analysis which is currently being prepared on the basis of the six studies already finalized. Again in an effort to clarify the training situation in Europe, a general study on the training of trainers in Portugal has just been completed and is currently awaiting publication. This study is to be presented at national level at a meeting to be held with the participation of CEDEFOP in Lisbon in January 1989. Spain has announced that the presentation of its corresponding national report has been postponed to a later date. As trainers have a wide range of occupational profiles and these are constantly evolving to respond to changing circumstances, the Centre held a meeting in December to identify the most significant trends in this respect and obtain indications on the direction to be taken in future research activities. A "CEDEFOP flash" reporting on the findings of this meeting is currently being prepared for publication.

Technical support

Subsequent to the meeting of public-sector training institutions engaged in providing training for trainers held in December 1987, CEDEFOP undertook to provide technical support and serve as a clearing house for exchanging information on a European training of trainers project launched at the initiative of AFPA[11] France, ENAIP[12] Italy, INEM[13] Spain, and CNFF-IEFP[14] Portugal. The Centre also provided support for three preparatory meetings (Brussels, Rome, Lisbon) at the request of the institutions concerned. Finally, the Centre participated in numerous national and Community

meetings on this topic, in particular in an internal meeting organized by the services of the Commission on the training of trainers working with adults and in the meetings organized by EUROTECNET[15] within the framework of its training of trainers project.

2. Project 11.2148: Vocational training in small and medium enterprises

Vocational training in small and medium enterprises is a key factor in economic development. The financial situation of many such enterprises, however, is not sufficiently strong to allow for investment in training and human resource development. The aim of the Centre's work in this field is to develop an instrumentarium which allows entrepreneurs to assess their training needs and to raise awareness of the importance of training with a view to the single market of 1992.

Results: research activities

The "European guidelines on training for entrepreneurs and managers in the SME sector" were completed in 1988. These guidelines are presented in four volumes: guidelines for persons wanting to establish a small business, guidelines for small enterprises in the start-up phase, guidelines for established small enterprises, guidelines on preparing for 1992.
This project necessitated numerous working meetings and consultations with specialists in the SME field. Initial steps were also taken to prepare "national" versions of these guidelines. Two pre-existing reports which are of particular relevance to the Centre's projects were updated and published: "Management education for small and medium sized enterprises in the European Communities" and "Concept for an exchange network for the development of vocational training in small and medium enterprises". These two reports form the basis of a network which is currently being established by the Centre in order to publicize positive experiences in the field of vocational training in SMEs.

Technical support and assistance

Preparation of an information and tutorial package on the establishment of an exchange programme between two Community regions (Liguria and Lyon-Rhóône-Alpes) as a concrete aid to SMEs: this work was carried out using a uniform methodology for both regions and ultimately encompassed three projects with the advent of a third partner (Zaragoza, Spain). The Centre provided support for this network as a mechanism for publicizing positive experiences and also participated in several of its meetings. Mention should also be made of the cooperation with the SME Task Force, which focussed on a strategy of uniting forces to confront the problem of promoting vocational training in SMEs.

XII. Regional development

Project 12.1068: Regional development and vocational training

In an effort to gain insight into the problems of decentralizing vocational training and making it a driving force of economic development, the Centre addressed itself in 1988 to the matter of the coherence of interventions by the Community and central and regional governments.

Results

Descriptions of the functioning and interlinkages between the three levels of intervention were drawn up for Belgium, Spain, France, Italy and the Federal Republic of Germany in preparation for a seminar held at the Centre on 22 and 23 November. These monographs were presented at the seminar and are now available as working documents in the original languages and also French and/or English.
The proposals forthcoming from the seminar were compiled in a document written in German; this document is to be translated into several Community languages in 1989.

Technical support

The Centre published a report in 1988 on the feasibility of closer cooperation between initial and continuing training institutions in the Saar/Lorraine/Luxembourg region.
In addition, the Centre contributed to an interregional European forum held in Trier in November by presenting a report on its experiences in this field with a view to promoting discussion and cooperation among the regions represented.
In connection with the research forum project, the Centre instigated and subsequently provided technical support for a transnational research project conducted by two institutes operating in regions with similar employment problems to analyse training needs and evaluate training programme methodologies.

Observations

With regard to new activities in the field of regional development, it should be pointed out that at the request of the Commission, preparations for the third forum which was to address the subject of rural areas were abandoned in favour of a survey of vocational training programmes which have served as agents of economic and social development in certain regions of the Community. A questionnaire developed and translated into the various languages by CEDEFOP is currently being analysed in several Member States.

References

1. EURYDICE	The education information network in the European Community
2. ILO	International Labour Office
3. ICODOC	Intercommunautair Documantatie- centrum voor Beroepsopleiding
4. CIDOC	Centre Intercommunautaire de Documentation pour la formation professionelle
5. EUDISED	European Documentation and Information System for Education
6. BBJ-Consult	Verein zur Förderung kultureller und beruflicher Bildung von Jugendlichen und Jungen Erwachsenen e.V.
7. PETRA	The European Community Action Programme for the Vocational Training of Young People and their Preparation for Adult and Working Life
8. FAD	Formation à Distance/Distance training
9. COMETT	Action Programme of the European Community in Education and Training in Technology
10.ARCIPELAGO	Dastance training(tourism industry)
11.FEDUCO	Federatie Educatieve Omroep
12.AFPA	Association Nationale pour la Formation Professionnelle des Adultes
13.ENAIP	Ente Nazionale all'Istruzione Professionale
14.INEM	Instituto Nacional de Empleo
15.CNFF-IEFP	Centro Nacional de Formação de Formadores-Instituto do Emprego e Formação Profissional
16.EUROTECNET	New Information Technologies and Vocational Training - A Network of Demonstration Projects

Synopsis

Human and financial resources

It is considered useful in this section to quote a number of figures for the period 1984 - 1988 to illustrate the development of CEDEFOP's activities:

Staff

No. of staff posts provided[1] for in the budget	1984	1985	1986	1987	1988
	45	46	54	59	59

No. of staff occupying posts in December 1988 by category	staff				
	A[2]	B	C	local	total
	27	10	20	2	59

Budget appropriations

	1984[3]	1985[3]	1986[3]	1987	1988
Total in ECU	4.560.000	4.910.000	7.388.000[4]	6.586.000	7.318.000
Increase in (%)	8,31	7,68	50,47	-10,86	11,12

(1) including local staff

(2) including the three members of the Directorate and ten translators

(3) provisional "one twelfth" ruling

(4) including ECU 1.661.000 for the fitting out of premises and the new conference room

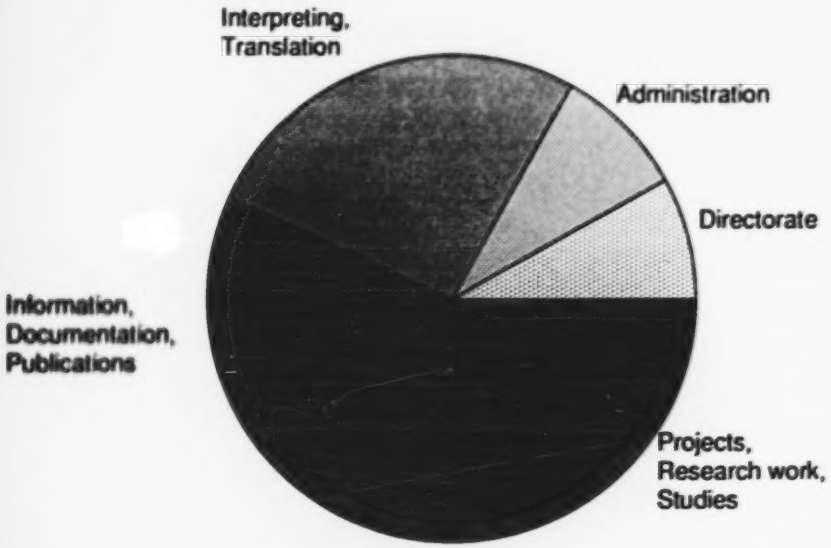
Total expenditure

Year	Total in ECU	Increase in (%)
1984	4.210.171,74	8,76
1985	4.698.257,02	11,59
1986	7.332.796,10	56,07
1987	6.320.554,93	-13,80
1988	7.133.118,41	11,29

In the oppinion of the Centre, the listing of expenditure by chapter, as described in the current regulations, does not give a clear indication of the actual use of available funds. This can be seen from the following chapter which (at the request of the Court of Auditors) is based on 1988 expenditure:

Sector	Expenditure in %
A. Directorate	7,81
B. Administration	7,62
C. Interpreting and translation	26,48
D. Information, documentation, publications	18,34
E. Projects, research work, studies	39,75
	100,00

Expenditure in diagramm form



Operational expenditure

	1984	1985(1)	1986	1987(1)	1988(1)
Utilization rate in %	97,36	97,91	99,71	99,65	98,29

(1) Budget managed according to the "one-Twelfth" ruling

Table of Projects

Number	Title	Staff responsible	Objectives/ principal activities	Results: WD[1]/PP[2]/P[3]
1.1018	Documentation and library service	J.M.Adams M.NiCheallaigh L.Weiss	Management of the network covering all 12 Member States plus the associated organizations Use of the network for the production of dossiers and collection of information, e.g. - for the EC study visit programme - on audiovisual material and vocational training - for the bibliography/documentation section of the journal "Vocational Training"	P: Second edition of the Thesaurus with equivalents in 7 languages (DE,DA,ES,FR,GR,IT,PT) WD: Dossiers on audiovisual material vocational training Dossier on vocational training and rural development
			Establishment and development of the bibliographical database	Bibliographical database
			Handling enquiries from CEDEFOP, the Community and national institutes	
			Contribution towards organizing a conference on the database	PP: Report on the conference on the database (EN, FR) P: CEDEFOP document on databases on education and vocational training (DE,EN,FR,IT)
1.2098	Visitor service and contacts with interested professionals	G. Chomé N. Wollschläger	Attended to 580 visitors, 3/4 from EC Member States and 1/4 from non-Community countries	

1) WD: Working document, for discussion, limited distribution
2) PP: Document in the process of publication, for wide distribution
3) P: Published document, in course of distribution
N.B.: For the publications in the various languages, refer to Annex 4

Number	Title	Staff responsible	Objectives/ principal activities	Results: WD[n]/PP[n]/P[n]
1.3088	Audiovisual supports	N.Wollschläger D.Guerra	Completion of a new video on the vocational training system in France Publicity and sales	P: Video - France (versions in DE,EN,NL,ES)
1.4088	"Report on social developments", chapter on vocational training	N.Wollschläger	Contribution to the chapter, with support from members of the Management Board	
1.5108	Vocaional training terminology	B.Linshöft-Stiller	Preparation of a comprehensive glossary on vocational training: - four meetings of the Interinstitutional Group for Terminology and Documentation (GT 6/GIIT)	Working documents on the items currently being researched/revised
			Terminological support for multilingual projects- support for project 4.1078 (Comparability of vocational training qualifications)	WD: Compilation of results from an evaluation of the preliminary documents: DE,DK,ES,FR,PT,UK
2.1028	Journal "Vocational Training"	Directorate G.Dupont B.Möhlmann M.Zwanink	Publication of three issues in nine languages	See Annex: List of Publications (15% increase in the number of payable subscriptions)
2.2088	CEDEFOP news	Directorate N.Wollschläger	Publication of four issues Introduction and development of a new design format and new publishing mode (desktop)	P: Four issues in three languages
2.3118	CEDEFOP flash	Directorate M.Zwanink	Publication and rapid distribution of the results of conferences and projects of priority importance to CEDEFOP and the Commission	Eight issues in at least five languages (see Annex: List of Publications)

Number	Title	Staff responsible	Objectives/ principal activities	Results: WD[n]/PP[m]/P[m]
2.4098	Periodicals Press information service	Directeur G. Chomé	Communication of press releases to the media	11 press releases
			Organization of press conferences on CEDEFOP activities	Four press conferences
			Interviews with journalists	
2.5128	Production, distribution and promotion of publications	B.Möhlmann M.Zwanink	Publication of various documents of the Centre in cooperation with the Office for Official Publications	See Annex: List of Publications
			Publicity campaigns	See Annual Report
			Management of the Centre's computerized mailing lists	Updating of the mailing lists
			Data exchange with the Office for Official Publications for the distribution of CEDEFOP publications	
			Participation in conferences and Community events with own stand for sales promotion	See Annual Report

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Number	Title	Staff responsible	Objectives/ principal activities	Results: WD[1]/PP[2]/P[3]
3.2028	Financing of vocational training, in particular continuing training	G. Dupont F. Oliveira Reis	Completion of five national reports on the financing of continuing vocational training - FOCUS 2 (B,D,F,I,NL) Launching of FOCUS 2 studies in Ireland, Greece, Denmark and Portugal Development of a preliminary structure for the FOCUS 2 synthesis report Completion of studies on initial vocational training (FOCUS 1) in Portugal and Spain; updating of the corresponding report on Italy Cooperation with the Statistical Office of the EC with a view to the systematic collection of data on vocational training (participation in two meetings in Luxembourg) Contribution to issue 3/88 of "Vocational Training"	PP: Five FOCUS 2 reports PP: Two FOCUS 1 reports (the report on Portugal has already been translated into French) Revised FOCUS 1 report on Italy WD: Reformulation of the VET questionnaires (vocational training)

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Number	Title	Staff responsible	Objectives/ principal activities	Results: WD[1]/PP[2]/P[3]
3.3078	The role of the social partners in initial and continuing vocational training	B. Sellin G.Dupont	Five monographs to complete the in-depth analysis of how the "social dialogue" operates in the field of initial and continuing vocational training	P: Two reports: IRL, P WD: Three reports (to be published in 1989): ES,GR,L
			Synthesis report	PP: One synthesis report:
			Two Community-wide studies	P: Two reports: EN,FR,DE
			Contribution to the journal "Vocational Training", 2/88	
			Organization of a colloquium on this theme, in cooperation with the Economic and Social Committee and the Commission of the EC	One "CEDEFOP flash" reporting on the clusions of the colloquium (7/88, DE,EN,FR,ES)

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Number	Title	Staff responsible	Objectives/ principal activities	Results: WD[1]/PP[2]/P[3]
4.1078	Comparability of vocational training qualifications	B. Sellin P. Grootings M. F. Chatelain	Implementation of the Council Decision of 16 July 1985 Organization of eight meetings on the following occupational groups/sectors: - agriculture/horticulture/ forestry - electrotechnology - textiles/clothing - textile industry Cooperation in organizing a meeting with the national coordination bodies Coordination with the departments of the Commission on future activities, interim reports, etc. Commissioning and organization of preliminary studies on three additional sectors: - metalworking - office and administration, including banking and insurance - chemicals and process industry	CEDEFOP flash 1/88 in nine languages WD: Four reports in nine languages on the four sectors under review WD: Preliminary study on the sector: monographs on eight Member States

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Number	Title	Staff responsible	Objectives/ principal activities	Results: WD"/PP"/P"
5.1038	EC study visit programme	D. Guerra C. Presle	Organization and management of this Community-wide programme (42 visits for 247 specialists)	PP: Report
			Annual meeting of National Liaison Officers	
			Exchange of information and documentation on comparable initiatives at Community level	
			Questionnaire-based survey among the participants in the 1985, 1986 and 1987 programmes to determine the extent and durability of cooperation among the participants	PP: Evaluation report 1988 in four languages (EN,FR,DE,IT)
			Continuous programme evaluation activities	P: Despatch of 136 dossiers to participants
			Documentation study for inclusion in the participants' dossiers	P: Experience reports, a collection of articles by participants (EN,FR,DE) 1987 programme
			Cooperation in organizing national meetings in connection with the study visit programme	PP: Evaluation report 1988 PP: CEDEFOP document: experience 1988 programme
			Production of a European directory of vocational training institutions	P: Multilingual directory

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Number	Title	Staff responsible	Objectives/ principal activities	Results: WD[1]/PP[2]/P[3]
6.1048	Forum for national research and development institutes	W.McDerment J.M.Adams	Organization of the annual meeting of directors of research institutes to exchange information on new research projects Collection, translation and distribution of 13 reports of national R&D institutes concerned with vocational training Workshop on vocational training scenarios for the year 2000	PP: Report on the 1988 forum in three languages (DE,EN,FR) P: CEDEFOP flash 5/88 WD: 13 synthesis reports on national search and development projects; dissemination of the reports "Workforce 2000 USA" and "Vocationalism in the Japanese education system" CEDEFOP introductory report
7.1068	Problems of employment and qualification in the textile/ clothing sector in Spain, Greece and Portugal	T.Bertzeletou B.Sellin	Study on training needs among master craftsmen and foremen in the textile/ Feasibility study on the establishment of a centre for technical counselling, information and training for the textile/clothing sector in Greece	PP: Three reports in ES,GR,PT respectively PP: Report in GR Synthesis report in EN

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Number	Title	Staff responsible	Objectives/ principal activities	Results: WD[1]/PP[2]/P[3]
7.2058	Vocational training and the voluntary (re-)integration of young second-generation migrants	T.Bertzeletou G.Chomé	Launch of a study on SME management training needs among Greek migrants wanting to return to Greece after a stay in the Federal Republic of Germany Launch and follow-up of the bi-national training programme for 60 young Greeks from migrant family backgrounds in the Federal Republic of Germany and Greece Symposium on women in international migration in cooperation with UNESCO and the Technical University Berlin Cooperation in organizing a conference on the education, training and employment of migrants within the framework of the congress organized by the Free University Berlin on culture in transition	PP: Report on training for young generation migrants in Belgium and Spain PP: Conference report
8.1018	Vocational training of young people	J.M.Adams F.Oliveira-Reis P.Grootings	Dissemination of previously produced publications Discussions with the Commission on the development of the PETRA programme Contributions to various national and international seminars and conferences	P: Transition from school to working life: investments in local employment initiatives (DE,ES,GR,IT)
8.2098	Vocational counselling, in particular for the long-term unemployed	G. Chomé P. Grootings	Completion of eight national studies Launch of the synthesis report	PP: Eight national report (FR, DE, DA, PT, NL, IT, EN, ES)

Number	Title	Staff responsible	Objectives/ principal activities	Results: WD[1]/PP[2]/P[3]
8.3058	Training and employment of disabled persons	T.Bertzeletou G.Chomé	European conference held in Lisbon on innovative forms of employment for disabled persons (in cooperation with IEFP)	PP: Synthesis report on the conference in all languages
9.1068	Equal opportunities and vocational training	M.Pierret A.Melis	Preparation of a feasibility study and organization of an expert meeting on the evaluation methodology for training schemes for women	WD: Evaluation matrix
			Study mission to the USA	PP: Mission report
			Organization of an expert meeting to carry out a situation analysis on statistics on vocational training for women	
9.2078	Continuing training for adults and the long-term unemployed	B. Sellin B. Möhlmann	Support for the Commission in preparing an action programme on adult training	
			Preparation and organization of a congress on continuing training, in cooperation with the Senat of Berlin, the Federal Institute for Vocational Training (BIBB) and the European School of Management	WD: Various papers prepared for the congress and the Commission CEDEFOP flash 2/88: report on the conclusions of the congress, published in four languages
			Support for national initiatives with a European dimension	

Number	Title	Staff responsible	Objectives/ principal activities	Results: WD[n]/PP[n]/P[n]
9.3048	Continuing training in enterprises for technological change	W.McDerment M.Pierret	Compilation and translation of contributions for a second report on training as an agent of technological change Organization and coordination of a research project on the training activities of the Scottish Development Agency and the employment services of the Basque government (technical support for a bilateral project launched by CEDEFOP)	P: Report on continuing training in enterprises for technological change, published in EN and FR (1988) ES and IT language versions are currently being prepared WD: Research proposal prepared by CEDEFOP for implementation by the University of Glasgow and the university of a Basque province
10.1038	Distance education and training	D. Guerra N. Wollschläger	Organization of a seminar in Italy on distance training and SMEs Active (contributing) participation in various seminars on the subject and in the activities relating to the COMETT programme Preparatory work for the following: - distance learning and tourism programme (ARCIPELAGO) - measures to promote transnational cooperation - case studies - information network (database) Various measures to support distance training institutions and research institutes engaged in this field	P: National monographs on distance training and SMEs in Spain (ES,EN), Italy (IT,EN), Federal Republic of Germany (DE,EN), France (FR,EN), United Kingdom (EN,FR) WD: Synthesis report (IT,ES)

Number	Title	Staff responsible	Objectives/ principal activities	Results: WD[1]/PP[2]/P[3]
10.2088	Audiovisual technology and vocational training	N. Wollschläger D. Guerra	European colloquium on the role of television in continuing training	WD: Conference documents: television and vocational training P: CEDEFOP flash 3/88 on the colloquium
11.1138	Training of trainers	F. Oliveira Reis J. M. Adams N. Wollschläger	Completion of six national studies on training provision for trainers working with young people in firms (F,UK,D,I,IR,GR) - one meeting to present/ discuss/ reformulate these studies - one synthesis report based on these studies (currently being finalized) - launch of two corresponding studies in Luxembourg and the Netherlands	PP: Six reports currently being translated
			Completion of a general study on the training of trainers in Portugal	PP: One report, in PT
			A workshop for researchers/ training managers on the use of modern educational technologies in vocational training and its implications for the training of trainers	WD: Report "Training of Trainers", on the workshop papers and discussions
			Follow-up of a European training of trainers project - joint ENAIP/AFPA/INEM/ CNFF-IEPF initiative	

Number	Title	Staff responsible	Objectives/ principal activities	Results: WD[1]/PP[2]/P[3]
11.2148	Vocational training in small and medium enterprises (including cooperatives)	A.Melis G.Dupont	Development of a European Guide to developing management training programmes for SMEs	PP: Publication of the European Guide (EN version) in five volumes PP: "European SME exchange programmes: the example of Liguria and Lyons"
			Exploitation and application of findings of previous work Participation in various meetings on vocational training in SMEs	PP: "Management education for SMEs in the EC", published in ES,EN,FR,IT
			Meetings with the SME Task Force to maximize outputs from related activities	Programme of joint activities for 1989
12.1068	Regional development and vocational training	M.Pierret W.McDermont	Intervention consistency between Community / national authorities / regional authorities: - five monographs - one seminar	WD: Five monographs WS: Seminar report
			Identification of training schemes which have been instrumental in promoting regional development: - collection of data from rapidly developing regions	WD: Matrix for data collection

Annexes

1. List of members of the Management Board

Nation	Government representatives	Representatives of the employer's organizations	Representatives of the employees' organizations
Belgium	M.Alphonse Verlinden Directeur Général à l'Administration de l'emploi Ministère de l'Emploi et du Travail 53, rue Belliard 1040 Bruxelles	M.Alfons de Vadder Directeur Général de la Fédération Belge des Entreprises de Distribution (FEDIS) 60, rue Saint-Bernard 1060 Bruxelles	Mme Anne-Françoise Theunissen Confédération des Syndicats Chrétiens de Belgique 121, rue de la Loi 1040 Bruxelles
Denmark	Fru Birgit Bududu Undervisningsministeriet Direktoratet for Erhvervsuddannelserne Højbro Plads 4 1200 Kobenhavn K	Fru Margit Hurup Grove Dansk Arbejdsgiverforening Vester Volgade 113 1552 Kobenhavn V	Hr.Niels Lykke Jensen Landsorganisationen i Danmark (LO) Rosenors Alle 12 1970 Kobenhavn V
Federal Republic of Germany	Herr Ministerialdirigent Dr.Alfred Hardenacke Bundesministerium für Bildung u. Wissenschaft Stresemannstrasse 2 5300 Bonn 2	Herr Helmut Brumhard Geschäftsführer des Kuratoriums der Deutschen Wirtschaft für Berufsbildung Buschstrasse 83 5300 Bonn 1	Herr Hanshorst Viehof Deutscher Gewerkschaftsbund (DGB) Hans-Böckler-Strasse 39 4000 Düsseldorf 1
Greece	M.Georgios Iakovidis Ministère de l'Education 15,Mitropoleos Street 10185 Athènes Privé: Parodos Eleftheriou Venizelou 24A Argyropoulis - Athènes	M.E.Bournis Titan Cement Dragatsaniou 8 10559 Athènes	M.Georgios Dassis Confédération Générale du Travail de Grèce Responsable du Bureau de Bruxelles 50, av. de Cortenberg 1040 Bruxelles
Spain	M.Pedro de Eusebio Rivas Director General del Instituto Nacional del Empleo Ministerio de Trabajo y de Seguridad Social Calle Condesa de Venadito 9 Madrid 27	M.Julio Sanchez Fierro Confederación Española de Organizaciones Empresariales (CEOE) Diego de Léon,50 28006 Madrid	Sr.José Manzanares Nuñez Secretario de Formación Confederal Unión General de Trabajadores (U.G.T.) San Bernardo 20-5° 28015 Madrid

Nation	Government representatives	Representatives of the employer's organizations	Representatives of the employees' organizations
France	M.André Ramoff Ministère des Affaires Sociales et de l'Emploi Délégation à la Formation professionnelle 50-56, rue de la Procession 75015 Paris	M.Daniel van Elslande Chef du Service Enseignement-Formation Conseil National du Patronat Français 31,avenue Pierre-1er-de-Serbie 75116 Paris	M.Michel Tissier Confédération française démocratique du travail (CFDT) 4, boulevard de la Villette 75019 Paris
Ireland	Dr.Arthur O'Reilly Director AnCO - The Industrial Training Authority 27-33, Upper Baggot Street Dublin 4	Mr.Anthony Brown 130 Bettyglen Raheny Dublin 5 Hospitals Joint Services Board Holylands Rathfarnham Dublin 14	Mr.T.McGrath Irish Congress of Trade Unions 19, Raglan Road Dublin 4
Italy	Dott. Giuseppe Cacopardi Direttore Generale Orientamento e Addestramento Professionale Ministerio del Lavoro e degli Affari Sociali Via Castelfidardo 43 00100 Roma	Dott.Vincenzo Romano Rappresentante Centro Europeo Imprese Pubbliche Rappresentanza ENEL Presso CEE 20, rue Belliard 1040 Bruxelles	Dott.Carmelo Cedrone 23, via Pupinia 00133 Roma (UIL) 6, Via Lucullo 00187 Roma
Luxembourg	M.Jean Tagliaferri Professeur-Attaché au Ministère de l'Education Nationale et de la Jeunesse 6, boulevard Royal 2910 Luxembourg	M.Eugène Muller Directeur de la Chambre des Métiers 41,rue Glesener Luxembourg	M.Jean Regenwetter Chambre de Travail 18, rue Auguste Lumière Luxembourg
Netherlands	De heer A.H.Koelink Ministerie van Onderwijs en Wetenschappen Europaweg 4 Postbus 25000 2700 LZ Zoetermeer	De Heer T.H.H.van Vuren Nederlandse Christelijke Boeren en Tuindersverbond (C.B.T.B.) Sweelinckstraat 30 2517 GD 's-Gravenhage	De Heer G.A. Cremers Christelijk Nationaal Vakverbond (CNV) Postbus 2475 3500 GL Utrecht

Nation	Government representatives	Representatives of the employer's organizations	Representatives of the employees' organizations
Portugal	M.Artur Pereira da Mota Presidente da Comissão Interministerial para o Emprego Av. da República, 62 - 8° Dto 1000 Lisboa		M.João António Gomes Proença União Geral de Trabalhadores Rua Buenos Aires,11 1200 Lisboa
United Kingdom	Mr.J.K.Fuller Head of Quality & Standards Branch Manpower Services Commission Moorfoot Sheffield S1 4PQ	Mr.Tony Jackson Thompson & Jackson Ltd. St.Anne's Place Moor Lane Lancaster	Mr.Fred Jarvis General Secretary Hamilton House Mabledon Place London WC 1H 9BD

Representatives of the Commission of the European Communities

M.Jean Degimbe
Director General
Employment, Social Affairs and Education
DG V A-1 05/8
Commission of the European Communities
200, rue de la Loi
1049 Bruxelles

M.H.C.Jones
Directeur DG V C
Commission of the European Communities
200, rue de la Loi
B-1049 Bruxelles

Maite Fay Devonic
DG V
Commission of the European Communities
200, rue de la Loi
1049 Bruxelles

Observateurs

M.Ph.Meyer
Employers' Liaison Committee, ELC
rue Joseph-II, 40 B 4
1040 Bruxelles

M.Fritz Rath
European Trade Union Confederation
37, rue Montagne-aux-Herbes-Potagères
1000 Bruxelles

List of Staff

As of 31 December 1988, the Centre had a staff of 59 (57 in the list of posts and 2 local staff).

Directorate

3 A posts:	Ernst Piehl, Director		
	Corrado Politi, Deputy Director		
	Enrique Retuerto de la Torre, Deputy Director		
3 C posts:	Doris Herrmann	Marise Alberts	Nicole Weyland[3]

Studies and Periodicals

11 A posts:	Michael Adams [2]	Tina Bertzeletou
	Georges Dupont	Peter Grootings
	Duccio Guerra	William McDerment
	Africa Melis	Fernanda Oliveira Reis
	Maria Pierret	Burkart Sellin
	Norbert Wollschläger	
2 B posts:	M.- Françoise Chatelain	Catherine Presle
10 C posts:	Gundula Bock	Madeleine Cazals
	Monique Claes	Geneviève Duchesne [1]
	Despo Mourmouris [1]	Barbara de Souza [1]
	Teresa Henriques [1]	Heinz Neumann
	Bente Madsen [1]	Amaia Rodriguez [1]

Publications

1 A posts:	Bernd Möhlmann	1 B posts: Marieke Zwanink
1 C posts:	Ymkje Kuipers [1]	1 local post: Peter Mögenburg

(1) Employed part-time in the Translation Service
(2) Employed part-time in the Documentation Service
(3) Employed part-time in the Publications Service

Information and Documentation

2 A posts:	Michael Adams	Gesa Chomé
2 B poass:	Letizia Weiss	Martina Ni Cheallaigh
1 C posts:	Carla Cignini [1]	

Language Service

10 A posts:	Francis Alan Clarke	
	Giancarlo Caronello	
	Anna-Grethe Dolberg-Schomburg	
	Birgit Domscheit	
	Nuno Maria Paço Quesado	
	Agnes Heuer	
	Chantal Jereczek	
	Brigitte Linshöft-Stiller (Head of interpretation)	
	Luis Felipe Orobon	
	Maria Tavlaridou-Steuck	
1 B posts:	Alison Clark	1 C posts: Ingrid Zagerski

Administration and General Services

1 A posts:	Marino Riva (Leiter)	
4 B posts:	Chantal Cambrelin	Sabine Reich
	Volker Wurl	Bernhard Ziech
1 C posts:	Marion Strissel	
3 C posts:	Hildegard Cernitori	Wolfgang Tang
	Marie-Jeanne Tchdry	
1 local post:	Rita Vogel	

(1) Employed part-time in the Translation Service

Extract

Official Journal
of the
European Communities

Volume 18 No L 39
13 February 1975
English Edition

Legislation

Contents

I *Acts whose publication is obligatory*

◆ **Regulation (EEC) No 337/75 of the Council of 10 February 1975 establishing a European Centre for the Development of Vocational Training**

Article 2

1. The aim of the centre shall be to assist the Commission in encouraging, at Community level, the promotion and development of vocational training and of in-service training.

To that end, within the framework of the guidelines laid down by the Community, it shall contribute, through its scientific and technical activities, to the implementation of a common vocational training policy.

It shall, in particular, encourage the exchange of information and the comparison of experience.

2. The main tasks of the centre shall be:

- to compile selected documentation relating in particular to the present situation, the latest developments and research in the relevant fields, and to matters of vocational training structure;
- to contribute to the development and coordination of research in the above fields;
- to disseminate all useful documentation and information;
- to encourage and support any initiative likely to facilitate a concerted approach to vocational training problems. The centre's activity in this respect shall deal in particular with the problem of the approximation of standards of vocational training with a view to the mutual recognition of certificates and other documents attesting completion of vocational training;
- to provide a forum for all those concerned.

3. In its activities the centre shall take into account the links which exist between vocational training and the other branches of education.

Annex 4

List of CEDEFOP publications which appeared in 1988

No.	Title	Language
I.	**Youth**	
1.	Kvalifikation for alle. Håndbog til planlægning af nye uddannelses- og beskæftigelsesprojekter for arbejdslose unge i EF	DA
2.	Qualificazione per tutti. Manuale per la programmazione di progetti formativi ed occupazionali a carattere innovativo rivolti ai giovani disoccupati nella Comunità europea	IT
3.	Kwalificatie voor iedereen. Een leidraad bij de opzet van nieuwe scholings- en werkgelegenheidsprojecten voor werkloze jongeren in de EEG	NL
4.	Junge Menschen in der Übergangsphase. Maßnahmen auf lokaler Ebene	DE
5.	Formación profesional de jóvenes en transición: inversiones en iniciativas locales	ES
6.	Young people in transition - the local investment	GR
7.	Giovani in transizione: l'investimento locale	IT
II.	**Equality of opportunity between men and women**	
8.	Equality of opportunity and vocational training. Five years on... Vocational training measures for women in the European Community - Second edition -	EN
9.	Egalité des chances et formation professionnelle. Cinq ans après. Actions de formation professionnelle en faveur des femmes dans la Communauté européenne - 2ème édition -	FR
	CEDEFOP Document	
10.	Equality of opportunity and vocational training. Five years on... Vocational training measures for women in the European Community	GR
11.1	Création et gestion d'entreprises par des Femmes Le cas de la Belgique	FR

No.	Title	Language
11.2	National Report Belgium. Synthesis report	EN
12.1	Etablering og drift af virksomheder med kvindelige indehavere. Situationen i Danmark	DA
12.2	National Report Denmark Synthesis Report	EN
12.3	Rapport national Danemark	FR
13.1	Unternehmensgründung und -leitung durch Frauen Die Situation in der Bundesrepublik Deutschland	DE
13.2	National Report Federal Republic of Germany Synthesis Report	EN
13.3	Rapport national République fédérale d'Allemagne	FR
14.1	Creación y gestión de empresas por mujeres El caso de España	ES
14.2	National Report Spain Synthesis Report	EN
14.3	Rapport national Espagne	FR
15.1	Création et gestion d'entreprises par des femmes Le cas de la France	FR
15.2	National report France Synthesis Report	EN
16.1	Creation and management of enterprises by women The situation in Greece	GR
16.2	The situation in Greece Synthesis Report	EN
16.3	Rapport national Grèce	FR
17.1	Creation and management of enterprises by women The situation in Ireland	EN

No.	Title	Language
17.2	Rapport national Irlande	FR
18.1	Creazione e gestione di imprese da parte di donne Il caso dell'Italia	IT
18.2	National Report Italy Synthesis Report	EN
18.3	Rapport national Italie	FR
19.1	Création et gestion d'entreprises par des femmes Le cas du Grand-Duché du Luxembourg	FR
19.2	National Report Grand Duchy of Luxembourg Synthesis Report	EN
20.1	Oprichting en management van ondernemingen door vrouwen De situatie in Nederland	NL
20.2	National report Netherlands	EN
20.3	Rapport national Pays-Bas	FR
21.1	As Mulheres e a Criaçao e Gestao de Empresas O caso Português	PT
21.2	National Report Portugal Synthesis Report	EN
21.3	Rapport national Portugal	FR
22.1	Creation and management of enterprises by women The situation in the United Kingdom Synthesis report	EN
22.2	Rapport national Royaume Uni	FR

No.	Title	Language
III.	**Vocational Training Systems**	
23.	Beschreibung der Berufsbildungssysteme in den Mitgliedstaaten der EG - Vergleichende Studie - Guide CEDEFOP - 3. Auflage 1988	DE
24.	Vocational training systems in the Member States of the European Community Comparative study - CEDEFOP Guide - Second edition 1988	EN
25.	Das berufliche Bildungswesen in Dänemark	DE
26.	Vocational training in Denmark	EN
27.	La formation professionnelle au Danemark	FR
28.	La formation professionnelle en France	FR
29.	Das berufliche Bildungswesen in Irland	DE
30.	La formation professionnelle en Irlande	FR
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European Centre for the Development of Vocational Training
Jean Monnet House, Bundesallee 22, **D-1000 Berlin 15,**
Tel. (030) 88 41 20; Telefax: (030) 88 41 22 22;
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